

S E C R E T

DETACHMENT H

22 August 1968

STANDARD OPERATING PROCEDURE

H-10-6 This rescinds H-10-6 and H-10-11 dated 27 July 1966

HANGAR ACCESS AND PROCESSING FOR NEW PERSONNEL AND VISITORS


- I. **PURPOSE:** To establish procedures for hangar access and processing of new U.S. personnel and visitors.
- II. **SCOPE:** Provisions of this SOP apply to all new Detachment personnel and visitors.
- III. **RESPONSIBILITY:** The Chief of Security is responsible for insuring compliance with these provisions.
- IV. **PROCEDURES:**
 - A. Headquarters will verify clearance of all new personnel and visitors prior to their arrival. 25X1C
 - B. Before the arrival of new personnel and visitors, [REDACTED] Security Officer will be notified of their names and expected date of arrival. He, in turn, will post this data in the front gate guard booth.
 - C. The Liaison Security Officer will be notified and told whether to meet and assist personnel at the airport.
 - D. Security Assistants will be advised.
 - E. Prior to arrival, the Security Office will prepare individual 5 x 8 control cards, briefing statements and personal envelopes.
 - F. Upon arrival, personnel will be signed in at the front gate by the Detachment Commander, Executive Officer or a member of the Security Staff. This will certify to the indigenous guard that the individual has permission to enter the hangar.
 - G. New arrivals will be taken directly to the Security Office where their U.S. documentation will be taken from them, temporary hangar badges provided and they will be given a security briefing. Arrangements will be made to have them photographed.

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- H. If new personnel arrive after normal duty hours, the Security Assistant will take all U.S. documentation from them, place it in their personal folder and give them a cover briefing. They will be told to report to the Security office at 0800 the following regular work day for full security indoctrination and processing.
- I. The following documents will be processed and issued to all permanently assigned personnel:


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 Employment Card
Driver's License
Photo Tech Lab Pass (if required)
Base Pass
Hangar Badge

- J. A record of each item of documentation issued will be made on the individual's 5 x 8 control card.

- K. Excess photographs will be stored in individual envelopes for future use.

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- L. During out-processing all assignees and visitors will return all documents listed in paragraph I, above, to the Security Office. Such documents will be returned to  or retained for future use at the discretion of the Security Office.

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Detachment Commander

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